

ANTICIPATED VACANCY

The Department of Social Services Job Opportunity

SOCIAL SERVICES LEAD INVESTIGATOR

Posting Date: November 2, 2006

Closing Date: November 16, 2006

The Department OF Social Services Quality Assurance Fraud Unit (Care For Kids) is presently recruiting to fill a vacant Social Services Lead Investigator position at its Central Office location In Hartford. PCN # 85912

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To:	The Public and State Employees
Position:	Social Services Lead Investigator
Bargaining Unit:	Social and Human Services (P-2)
Salary Range:	\$47,491.00 - \$59,302.00 Annually (SH-20)
Location:	25 Sigourney Street, Hartford, CT

PURPOSE OF CLASS

In the Department of Social Services this class is accountable for acting as a working supervisor and policy specialist for a unit of Social Services Investigators engaged in performing investigations relevant to child support obligations and their enforcement or financial status of individuals receiving public assistance.

EXAMPLES OF DUTIES:

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; conducts or assists in conducting performance evaluations; acts as liaison with operating units, cooperating agencies and outside officials such as third party providers, social services agencies, attorneys regarding unit policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Social Services Investigations Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; processes complex cases; testifies in court on cases involving support or claims for reimbursement and determines appropriate actions to enforce compliance with court orders; may be assigned to represent Commissioner in cases requiring a high degree of tact and diplomacy; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skill and Ability

Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of personal financial practices; considerable knowledge of court procedures and related legal instruments; knowledge of Eligibility Management System or Connecticut Child Support Enforcement System; interpersonal skills; oral and written communication skills; problem solving skills; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years' experience in the investigation of real and personal assets.

Special Experience:

One (1) year of the General Experience must have been at the level of Social Services Investigator in the relevant specialty*.

Note: *Specialty means either Child Support and/or Resources/Client Fraud programs.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.
3. One (1) year as a Social Services Investigator in the relevant specialty may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

Note: Applications will be accepted only from candidates who have taken and received a passing score on the examination for Social Services Lead Investigator administered by the State of Connecticut's Department of Administrative Services and are on the current examination list for this job classification, and from state employees who have attained permanent status in this job classification and currently are eligible for appointment to this position. Priority consideration will be given to Re-employment, SEBAC and transfer list candidates as required.

APPLICATION PROCEDURE:

To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

Please forward your completed original State of Connecticut Application (Form PLD-1) and a Cover letter to:

**Flora Alling, Personnel Officer
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS / RESUMES MUST BE RECEIVED BY CLOSE OF BUSINESS ON NOVEMBER 16, 2006

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER